

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES

Bureau of Human Resources

January 18, 2001

HUMAN RESOURCES MEMORANDUM 1 – 01

TO: All Personnel Officers, Directors of Administrative Services, Payroll Managers

SUBJECT: Alphabetical Listing of Job Classifications for the Executive Branch

The Alphabetical Job Class Listing for the Executive Branch has been updated and will be available through Public Printing at the Bureau of Purchases on Wednesday, January 24th by submitting to them a BP53 duplicating requisition.

The listing has all the current job classes with essential data about the job classes as well as definitions of the data elements. These will not be sent automatically; you will need to submit a requisition specifying the number of copies needed.

S / Donald A. Wills
Donald A. Wills, Director
Bureau of Human Resources